



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS
AGRICULTURAL RESEARCH SERVICE
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"Solving Problems for the Growing World"

VACANCY ANNOUNCEMENT

Announcement Number: ARS-X5E-0324
Demo/Alternative Merit
Promotion

Position Title/Series/Grade:
Utility Systems Repairer Operator
WG-4742-07

More than one selection will be made from this announcement

Promotion Potential: WG-7

Employment Type: Full-time - Permanent

Grade and Salary Range:
WG-07 \$17.74 - \$20.70 Per Hour

Location of Position:
Facilities Services
Plant Maintenance Branch
Beltsville, MD

Who Can Apply (You **must** include a statement in your application that you are a U.S. citizen to be considered for this position): All U.S. Citizens

Opening Date: August 29, 2005

Closing Date: Open Until Filled (First cut-off date will be September 23rd with subsequent cut-off dates every three weeks)

For copies of vacancy announcements and/or application materials, please call (301) 504-1482. For additional information regarding employment opportunities, please visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

Contact Information

Human Resources Specialist:
Susan Mooring
(301) 504-1360

DC Relay Service: (202) 855-1234 (TDD)

Send Applications to:
USDA, Agricultural Research Service
Human Resources Division
Attn: Susan Mooring
5601 Sunnyside Avenue, Stop 5104
Beltsville, MD 20705-5104
Fax: (301) 504-1535
E-mail: scirecruit@ars.usda.gov

Applications must be received, e-mailed or faxed by the cut-off date of the announcement, to be considered within that cut-off period. Applications received in Government envelopes will not be considered.

Please take advantage of the Application Package Checklist at the end of this announcement to ensure your application is complete.

For information about the organization and location, visit the location's website at www.ba.ars.usda.gov.

Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.

Applications must be received, e-mailed or faxed by the cut-off date of the announcement, to be considered within that cut-off period. Applications received in Government envelopes will not be considered.

Major Duties:

Nights - Sundays - Holidays: You will check the operation of the boilers and auxiliary equipment at the central heating plants; approximately 50 smaller boilers and 40 hot air furnaces. Detects malfunctions and makes adjustments and minor repairs. You will serve as the first line of response to alarms received from critical equipment monitored and emergency calls for service at the facility, determining the problem and taking appropriate action to correct. You will make periodic checks of refrigeration and air conditioning equipment, troubleshooting in case of malfunction. Fires up boilers, checks meters and gauges for proper fuel and water supply, checks pressure gauges and adjusts water level in boilers. Periodically blows down boilers. Maintains and repairs pumps connected to the heating systems; checks steam lines for leakage. When major repairs are needed, assists a higher grade mechanic by passing supplies, cutting, reaming and treading pipe; opening and closing valves in order that repairs can be made; regulating spotlights; refilling high tension fuse holders with fuses of the proper amperage, etc. Maintains records of checks and repairs made. Responsibilities will also include performing miscellaneous duties such as recording readings of fuel oil quantities, checking bulletin boards in each greenhouse for special instructions relative to care of plants, regulating temperature by opening or closing ventilators accordingly.

Weekdays (8-4 Shifts): You will operate high pressure boilers in the unmanned heating plants. At the direction of a higher grade operator, fires up or takes boilers off the line. Observes and regulates fuel and water intake; checks pressure, temperature and water-level gauges and overall proper operation of the boilers. Blows boilers down as tests indicate. Performs maintenance and repair work such as cleaning and changing burners, oiling and greasing moving parts and repacking or replacing valves, etc. Observes condition and operation of auxiliary equipment such as pumps, pump motors and condensate tanks. Cleans and oils pumps, pack valves, adjusts floats, changes filters repairs motors and valves. Maintains and services remotely located small steam and hot water boilers and hot air heating units. Assists higher grade mechanics in major repair work.

Preventative Maintenance: You will follow a predetermined preventive maintenance schedule set forth by the equipment manufacturer. Daily you will give the boilers a measured bottom blow down according to results from tests performed and instructions provided by the company supplying the feed water treatment; remove accumulations on the water surfaces, by using the surface blow down valves, etc. Quarterly you will sample emissions from all of the fossil fuel burning equipment, adjusting boiler to compliance limits, and entering results into the database. Annually you will examine the heating surfaces of the boilers for corrosion, pitting scale, and incomplete combustion; wash out the waterside surfaces of the boiler; check all valves and cocks for freedom of action and leaks, etc.

Working Conditions and Other Considerations:

You will work inside and outside of buildings in all types of weather and in damp and swampy places sometimes working in attics or manholes under high temperature conditions. You will be subject to hazards of falling or bumping into objects while working at night, and subject to bruises, cuts, noise, dirt and infection from diseased areas.

CERTIFICATION/LICENSE REQUIREMENTS: All applicants must indicate possession of the following certifications/licenses.

You must possess or be able to obtain a Maryland State Third Class Stationary Engineers Certificate.

Do you currently possess a Maryland State Third Class Stationary Engineers Certificate?

Yes _____ No _____

You must possess and maintain a valid Driver's License to operate a motor vehicle.

Do you currently possess a valid Driver's License to operate a motor vehicle?

Yes _____ No _____

This is an essential/emergency position. You will be required to report for duty during emergencies, critical periods, or during times when the Government is closed due to inclement weather or budget cut-off.

Qualifications Required: Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

Basic Requirements

Applicants must have experience and/or training of sufficient scope and quality to perform the duties required. Applicants will be rated in accordance with their knowledge and skill in the job elements listed below.

1. Ability to do the work of a Utility Systems Repairer Operator without more than normal supervision (**SCREEN OUT**).
2. Knowledge of equipment assembly, installation and repair.
3. Use of measuring instruments.
4. Ability to use and maintain tools and equipment.
5. Knowledge of materials.

If qualifying all or in part based on your education, please submit a copy of your college transcripts OR a list of college courses with credit hours, dates completed, and grades received. If this information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position. If your qualifications are based in any part on education and you are selected for this position, you will have to provide an official copy of your academic transcripts prior to entering on duty.

Additional Requirements:

PHYSICAL REQUIREMENTS: Light to medium physical effort is exerted in observing equipment operation and making adjustments and repairs. Constant walking and occasional climbing are required. You will frequently work in cramped quarters when making repairs. You must have the ability to lift and maneuver with weight of 80 to 100 pounds.

PHYSICAL EXAMINATION IS REQUIRED FOR ALL EMPLOYEES NEW TO THE FEDERAL GOVERNMENT

Applicants will be required to complete a supplemental questionnaire. The questionnaire is ATTACHED. Applicants who fail to complete and return the questionnaire by the closing date will not receive further consideration for the position.

SUPPLEMENTAL EMPLOYEE QUESTIONNAIRE
UTILITY SYSTEMS REPAIRER OPERATOR
WG-4742-07
ANNOUNCEMENT NUMBER: ARS-X5E-0324

***Note to applicant:** Information presented will be used to rate your application. You cannot be given credit for work you do not document. All questions must be answered. Questions not answered will be considered to indicate that you have not performed that particular work assignment.*

1. Ability to do the work of a Utility Systems Repairer Operator without more than normal supervision (**SCREEN OUT**).

*>A. Indicate your own assessment of your ability and experience in the following trades. **First**, after each listed trade, write your ability level as one of the following choices:*

Journeyman
Apprentice
Helper
Laborer
No Experience

*>**Second**, describe your experience in the following trades. Identify work in previous positions, training, volunteer service, special skills, awards, etc. Be specific in the types of tasks you performed, and in listing **all** the tools used to perform those particular tasks. If necessary, please use separate sheet(s) of paper to provide complete answers.*

Boiler Plant Operation (operating both high-pressure and low-pressure boilers):

Boiler Plant Maintenance and Repair:

Air Conditioning Equipment Maintenance and Repair:

Refrigeration Equipment Maintenance and Repair:

Water Treatment Plant Operation and Maintenance:

Wastewater (Sewage) Treatment Plant Operation and Maintenance:

General Mechanical Maintenance:

Pipefitting:

B. In which of the trades listed in A (above) are you the most highly skilled, and how did you reach that level?

C. In which of the trades listed in A (above) are you the least skilled?

D. *Do you currently have a valid State-issued driver's license?* ____ Yes ____ No
(If yes, please include a copy, your application will not be considered without proof)

Do you currently have a valid, or are able to obtain a Maryland State Third Class Stationary Engineers Certificate.

____ Yes ____ No

(If yes, please include a copy, your application will not be considered without proof)

2. Knowledge of equipment assembly, installation and repair.

A. Fill in the blank with the answer that best describes your level of independence for each task listed.

The answers are defined as follows:

- A. Familiar with this task
- B. Able to perform task under close supervision
- C. Able to perform task under general supervision
- D. Able to perform task independently
- E. None

Boiler Plant Equipment:

Fire up boiler _____
Regulate water intake _____
Regulate fuel intake _____
Check meter _____
Check gauges _____
Adjust burner electrodes _____
Change electrical fuses _____
Replace fan belts _____
Adjusts floats _____
Clean fuel _____
Clean oil filters _____
Clean nozzles _____
Repacking valves _____
Replacing valves _____
Repair motor _____

Furnaces (Hot Air, Hot Water, Low-Pressure Steam):

Check meter _____
Check gauges _____
Adjust burner electrodes _____
Change electrical fuses _____
Replace fan belts _____

Repacking valves _____
Replacing valves _____
Repair motor _____

Air Conditioning and Refrigeration Equipment:

Replace fan belts _____
Reset thermometers _____
Replace thermometers _____
Reset compressors _____
Change electrical fuses _____

Water and Wastewater (Sewage) Treatment Plant Equipment:

Adjust control valves _____
Replace valves _____
Adjust pumps _____
Clean water-treatment feeder _____
Clean water-treatment strainer _____
Performing chemical tests _____

B. Describe your ability to detect and/or correct problems in any of the above areas.

3. Use of measuring instruments.

A. Fill in the blank with the letter that best describe your ability to use instruments to detect and correct problems.

- A. Familiar with the use of this instrument
- B. Able to use this instrument under close supervision
- C. Able to use this instrument independently to detect problems
- D. Able to use this instrument independently to detect and correct problems

Rulers _____
Dividers _____
Test lights _____

Ammeters _____
Thickness gauges _____
Micrometers _____
Calipers _____
Voltmeters _____
Pressure Indicators _____
Gauges _____
Alarms _____
Thermometers _____
Measurement burettes, pipettes _____
Scales _____
Graduated cylinders _____
Meters, inside/outside _____

B. Describe any projects where you used shop math and explain how you used it.

C. Describe jobs where you have kept logs or made written reports.

D. Place an "X" next to the statement which best describes your overall experience using measuring instruments.

- _____ No experience or training
- _____ Taking simple measurements when close tolerances are not involved
- _____ Taking complex measurements when close tolerances are important
- _____ Determining dimensions to extremely close tolerances.

4 & 5. Ability to use and maintain tools and equipment, and knowledge of materials.

A. For each type of material in the following groups, choose the letter that best describe your experience and/or training and put that number in the appropriate blank.

- A. Have not used
- B. Use materials for the job when chosen by others
- C. Independently selects the proper materials for a job
- D. As necessary, independently makes substitutions of materials
- E. Serves as technical expert to others on the use of materials.

_____ Closet auger
_____ Cutters

- ___ Divider
- ___ Hacksaw
- ___ Hand pipe threader
- ___ Hydrostatic pump
- ___ Lead pump
- ___ Mercury gauge
- ___ Packing and/or caulking irons
- ___ Pipe wrenches
- ___ Plumb bob
- ___ Power pipe threader
- ___ Drill press
- ___ Lathe
- ___ Portable power hack saw
- ___ Pipe dies
- ___ Oxyacetylene torches
- ___ Threading machine
- ___ Caulk
- ___ Elbows
- ___ Reduction couplings
- ___ Tile pipe
- ___ Traps
- ___ Mechanical joint pipe
- ___ Other tools (please list)

B. Describe any specialized heating and boiler plant equipment tools you are able to use and maintain.

C. Describe any specialized air conditioning and refrigeration tools you are able to use and maintain.

*D. Are you **very familiar**, **somewhat familiar**, or **not familiar** with the characteristics of the following materials?*

Paint (latex and enamel) _____
 Specialized paint/coating _____
 Hardware _____

Pipe (various types) _____
Plumbing fittings _____
Water treatment chemicals _____

F. Describe the work situations in which you gained the above familiarity.

Have you had any work related accidents in the last:

Year
2 Years
3 Years
4 Years
5 Years or more

If yes to any of the above, please explain.

I certify that to the best of my knowledge, all of the above information is true, correct, complete and made in good faith.

Signature of Applicant

Date

Other Important Information

Benefits Package:

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at www.usajobs.opm.gov/ei61.htm.

Veteran's Preference:

For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veterans Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

Relocation Expenses:

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-412.5, which may be found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10>. See also http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm.

Financial Disclosure Requirement:

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

False statements:

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

Optional Form 306, (Declaration for Federal Employment):

If you are selected for this position, you will be required to complete this form before an offer may be made.

USDA Surplus/Federal Displaced Employees:

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following:

- 1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) evidence of full performance level of current position;
- 3) a copy of your most recent performance appraisal; and
- 4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

Selective Service System:

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

Reasonable Accommodation:

Reasonable accommodation may be provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

Civil Rights Policy Statement:

The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).

Application Package Checklist

If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.

- ☐ Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

The following information is required of all applicants:

- ☐ Announcement number, title, and grade(s) of the position
- ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- ☐ Social security number
- ☐ Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)
- ☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (if claiming veterans preference) (Visit the following web site for additional information:
<http://www.opm.gov/employ/veterans/html/vetguide.asp>)
- ☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veterans preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)
- ☐ Paid and non-paid work experience related to the position. For each period of work experience include:
 - ___ Job title
 - ___ Series/grade (if Federal employment)
 - ___ Duties and accomplishments
 - ___ Employer's name and address
 - ___ Supervisor's name and contact information
 - ___ Starting and ending dates of employment (at least month & year)
 - ___ Number of hours worked per week
 - ___ Salary
 - ___ Indicate if we may contact current supervisor/employer
- ☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
 - ___ Certificates/licenses (current)
 - ___ Honors, awards, and special accomplishments
 - ___ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)
- ☐ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading

“Other Education” for information governing acceptability of this type of education.)

- ☐ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)
- ☐ Copy of most recent performance appraisal (if you are a current federal employee)
- ☐ Second copy of application package (if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures).
- ☐ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, “Category”.)
- ☐ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under “Other Important Information” below.)
- ☐ Self-certification of typing speed (if required as a basic qualification for the position)
- ☐ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html>).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.